

15 OCT 1981

NOTE FOR: Deputy Director of Information Services

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FROM:

Chief, Records Management Division, OIS

SUBJECT: Office of Communications Records Control
Schedule

Barbara:

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1. The matter of the OC records control schedule is somewhat complicated. On the surface at least, we have had sufficient time to review and submit to NARS. [redacted] was able to complete her preliminary review before being reassigned to FBIS. Before submission to NARS, however, it needed an extensive review, primarily focusing on proposed retention periods. In the press of other and, in fact, more compelling business it has not yet been done.

2. The complication arises because of a larger concern with NARS. We have recalled and got NARS' consent to return all of the Agency's records control schedules that we had earlier provided NARS in abbreviated form. The recall stemmed from the Agency's determination that these schedules, even in abbreviated form, are classified, and from the concern that NARS could not protect them from unauthorized disclosure. We are trying to work out a satisfactory resolution through Colonel Tagge, but in the meantime we have sent no new schedules to NARS.

3. The headquarters records review also has somewhat complicated processing the OC records control schedule in that proceeding individually with the one schedule ahead of the headquarters review very likely would have meant a redo after the Office of Communications completed its records review and generated further changes.

4. At this point I could not honestly provide a date for completing the OC schedule, except to promise that we will resolve the larger issue with NARS as quickly as possible and submit the OC schedule along with the other DDA office schedules by the DDCI - approved deadline of 28 February 1982.

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DDA/OIS/RM [redacted] :kw (20 October 1981)

Distribution:

~~Original Addressee~~

1-RMD Subject: Headquarters Records Review

1-RMD Chrono